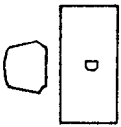
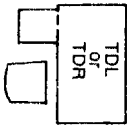
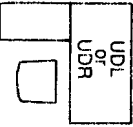
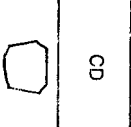
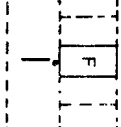


















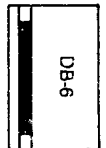
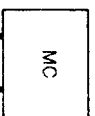
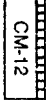

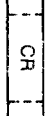


81-201

DESKS	
	Standard Desk 60x30
	Typist Desk 60x34 w/Left or Right Typing Bed
	Unitized Desk 60x30 w/Left or Right L-unit Return 36x18
	Conference Desk 72x36
	File, Letter 15x28
	File, Legal 18x28
	Lateral File 36x18
	Bookcase 34x14
(6)	

TABLES		
	Table, Conference 72x36	
	Standard Table 60x34	
	Table, Medium 45x34	
	Table, Small 36x24	
	Modular Table Unit 66x18	
	Table, Round 54"	
	Table, Round 42"	
	Table, Round 36"	
	Table, Host 42x18	
	Table, End 18x24	
	Divan or Sofa 72x40	
	Guest Chair Lounge Chair	

MISCELLANEOUS	
	Storage Cabinet 2-Door 36x18 (12)
	Steel Shelving 36x18 (10)
	Library Shelving 36x15
	Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool
	Map Cabinet 54x42
	Costumer 12-Hanger 51x20 (14)
	Costumer 6-Hanger 30x20 (8)
	Credenza 66x18
SPACE TYPE SYMBOLS:	
O Open Area	
P Private Area	
SP Semi-Private Area	
ENCLOSURE TYPE SYMBOLS:	
CH Ceiling-High Partition	
PS Privacy Screen	
O Open	

## SECTION 2

## PROGRAMMING INSTRUCTIONS

- Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.
- The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.
  - Workstations** are indicated by employee name, functional title and grade for each *authorized and budgeted* position. *If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
  - Common Function** spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determine by layout design on SF-81A, Part 2.
  - Administrative Support** spaces are either *centralized files* or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.
- Develop the space requirements program in the following manner:
 

**Step 1:** List all workspace elements described in (2) above in an order determined by adjacency relationships.

**Step 2:** As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common, function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.

**Step 3:** Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-31A. **DO NOT LIST EXCESS.** Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.

**Step 4:** Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.
- Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.
- The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.